



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

**Vancouver**



## APPLICANT PORTAL GUIDE



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# 1. Creating Your Applicant Account: How to get started

**Access:** on the main FDU-Vancouver website, click the [Apply Now](https://www.fdu.edu/campuses/vancouver-campus/admissions/) to create an account  
<https://www.fdu.edu/campuses/vancouver-campus/admissions/>

**Create Account**

**Contact Information**

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

Mobile Phone (Include Country Code If Applicable )

Home Phone (Include Country Code If Applicable )

☐ Check if address is outside of U.S. or Canada

Address

City

State/Province:

- **Email is Key:** Use the email address you check most frequently. This email will be your username, and ALL communication regarding your application will be sent to it.
- **Personal Information:** Fill in the required personal information accurately.
- **Password:** Create a secure password that you can easily remember.

# 2. Account Benefits: What you can do with your account

**Log In**

[Create Account](#)

Email

Password

The Password field is required [SHOW](#)

[Forgot your password?](#)

☐ Remember Me

☐ Are you logged in from a public computer?

[Log in](#)

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International Admissions | 1000 River Road, T-KB1-01, Teaneck NJ 07666 | +1-201-692-2205

- Receive Important updates from FDU.
- Submit New Applications.
- Upload required Admission Documents securely.
- Check if you are missing any Required Documents.
- Check the progress of your application Status.
- Download Admission Decision Letters.
- Accept or Decline your Admissions Offer.
- Download Letter of Acceptance.

### 3. Updating Student Information in “My Account”

If your information changes **before submission of the Application**, you can update your profile directly under their “MY ACCOUNT.”

My Profile

Update Profile

anchsheel Enclave,

JLN Marg

India

Area of Interest

Entry Term	Academic Level	Academic Program	Admit Type	Location
Fall 2025 Vancouver (September)	Undergraduate (Vancouver)	Bachelor of Science in Information Technology		Vancouver Campus
		Master of		

#### After Submission

If your information changes **after submitting your application**, please reach out to Vancouver Admissions for assistance. You can contact them at: [vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu)

### 4. Submitting Applications: Applying for your program

- **Apply for a program:** Log in to your account, click on “Create a new application” to submit new applications for available terms.
- **Application Status:** Track the status of each application within your account.
- **"Action Required" Alerts:** Pay attention to the warnings, which indicate necessary steps to be taken to complete and submit the application.

My Applications

Create a New Application

APPLICATION	STATUS	ACTION
Fall 2025 Vancouver (September) - Master of Administrative Studies: Global Health and Human Services Administration	Completed	View

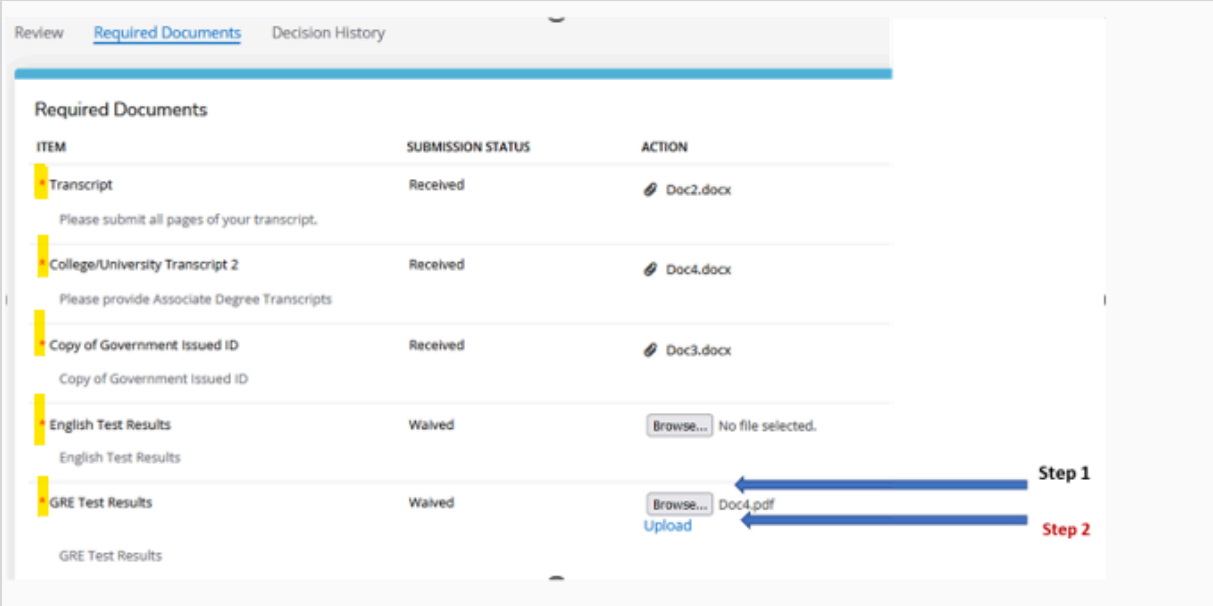
My Applications

Create a New Application

APPLICATION	STATUS	ACTION
Fall 2025 Vancouver (September) - Master of Administrative Studies: Global Health and Human Services Administration	Action Required	View

## 5. Uploading Documents: How to submit your documents correctly

- Go to "Required Documents" and upload each file separately.
- Click on "Browse" (Step 1) to select the document and click on "Upload" thereafter (Step 2).
- Ensure the documents are uploaded to correct file names and sections.



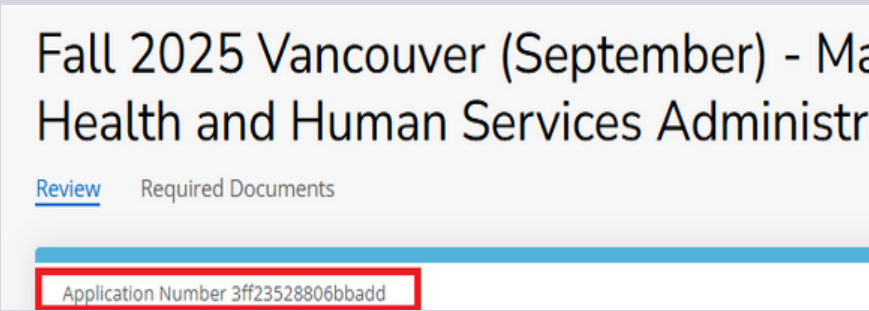
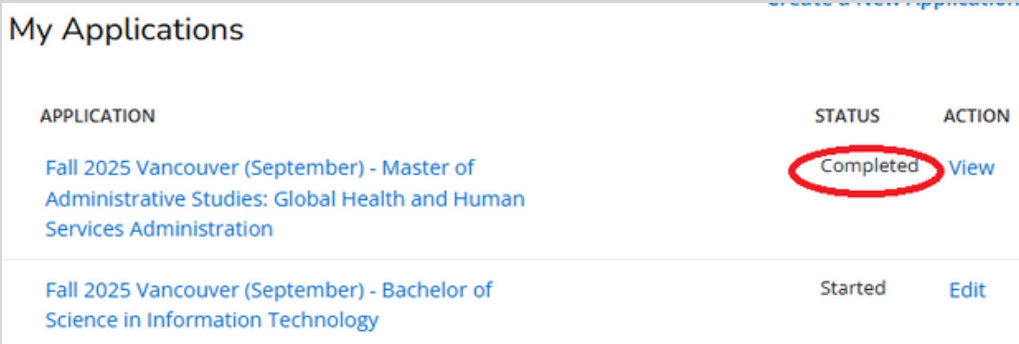
**Important:** All items marked with a red asterisk (\*) are mandatory and should be uploaded in a similar manner to complete your application.

**Note:**

- *The Admissions team reserves the right to request additional documents from the student if necessary.*
- *You will receive email notification confirming the submission of required documents or if further action is needed.*

## 6. Application Statuses: Understanding where your application stands

- Application will move through the following statuses:
  - **Started:** Application has been initiated but not yet submitted.
  - **Submitted:** Application form has been successfully submitted for review.
  - **Completed:** All required documents have been received, and the application is ready for assessment.
- **Students will receive email notifications with Application Reference number** and status updates. A unique **Application Number** is displayed under the "Review" tab in the Applicant Portal.



## 7. Admission Decisions: Checking your admission outcome

- **Notification:** You will receive an email when a decision is made.
- **Where to View:** Check the "**Decision History**" tab.
- **Conditional Admit** for international students or **Admitted** for domestic students: **Download** your admissions letter in PDF format and respond to the offer by clicking "**Respond Now**."

### Fall 2025 Vancouver (September) - Master of Administrative Studies: Global Health and Human Services Administration

Review Required Documents [Decision History](#)

STATUS	DATE	DECISION LETTER	RESPOND
Conditional Admit	4/3/2025	<a href="#">Download</a>	<a href="#">Respond Now</a>

OR

- **Rejected:** The status will show "**Rejected**" and there will be no decision letter. An email will be sent with rejection reasons.

## 8. Responding to an Offer: Accepting or declining your offer

- Click "**Respond Now**" on the "**Decision History**" tab.

### Fall 2025 Vancouver (September) - Master of Administrative Studies: Global Health and Human Services Administration

Review Required Documents [Decision History](#)

STATUS	DATE	DECISION LETTER	RESPOND
Conditional Admit	4/3/2025	<a href="#">Download</a>	<a href="#">Respond Now</a>

- **Choose to Accept or Decline the offer upon clicking on "Respond Now."**

#### Application Response

[Back to Application](#)

Entry Term  
Fall 2025 Vancouver (September)

Level  
Graduate (Vancouver)

Program  
Master of Administrative Studies: Global Health and Human Services Administration

**Response Deadline**  
5/18/2025

Please select either the Accept or Decline button below. You will then be asked to confirm your decision. If you do not wish to make a decision at the time, please select the Previous button and return to this page when you are ready to decide.

[I Accept Admission](#) [I Decline Admission](#)

**Response Deadline:** *Students have 45 days to respond to the Offer. The decision letter will not be available after the deadline.*

- **Tuition Deposit:** If you accept, pay the tuition deposit to secure your seat. Payment options are on the FDU website: [Make a Payment - Vancouver Campus](#).



## 9. Conditions on Admission: Clearing any outstanding conditions

If you have conditions to fulfill before the Letter of Acceptance (LOA) is issued or if they need to be fulfilled as part of the program requirements, a "Conditions" section will appear under "Required Documents list."

Conditions			
ITEM	STATUS	DEADLINE	ACTION
Bachelor's Degree Certificate <small>Provide a copy of your Bachelor's degree certificate.</small>	Not Received	None	<div>Choose FilesNo file chosen</div>
Proof of Name Change <small>Provide your marriage certificate as a proof of last name change</small>	Not Received	None	<div>Choose FileNo file chosen</div>
FDU English Placement Test <small>You will be required to take the FDU English Placement Test when registration begins and score at least 11 or higher. Please check the Placement for Class Registration information on our website.</small>	Not Received	None	

- **Uploadable Items:** Some items in the "Conditions" section, such as bachelor's degree Certificate or Proof of Name Change, will have a "Choose File" option and click on "Upload". These documents must be uploaded before the Letter of Acceptance (LOA) can be issued
- **Non-Uploadable Items:** Other conditions, such as the FDU English Placement Test, or Foundation/Prerequisite Courses, do not have an option to upload. These items are not required before the Letter of Acceptance (LOA) is issued but need to be fulfilled later as part of your program requirements.
- Once the Admissions Officer receives and reviews the required documents, the status will change to "Received."

Conditions			
ITEM	STATUS	DEADLINE	ACTION
Bachelor's Degree Certificate <small>Please provide a copy of Bachelor's Degree Certificate.</small>	Received	None	<div>Choose FileNo file chosen image.png</div>
Proof of Name Change	Received	None	<div>image.png</div>
FDU English Placement Test <small>You will be required to take the FDU English Placement Test when registration begins and score at least 11 or higher. Please check the Placement for Class Registration information on our website.</small>	Not Received	None	

## 10. Letter of Acceptance (LOA) & Provincial Attestation Letter (PAL) for International Students

When students pay the deposit and funds are confirmed by FDU, we will issue the LOA.

LOA Issuance:

- **International students:** Once the deposit is confirmed and conditions are met, an LOA will be issued.
- Download the LOA through your portal under the "Decision History" tab. Look for "Deposit Paid "and click "Download" to see the LOA. Students receive an email notification upon issuance of an LOA.
- Domestic students receive a **Provisional Acceptance Letter** in **Step 8**. No additional letters are issued at this stage.

STATUS	DATE	DECISION LETTER
Deposit Paid	2/2/2024	Download
Conditional Admit	3/15/2023	Download

\*Students who made an additional payment will receive an **updated LOA**. A notification email will be sent to you once the LOA is updated.

### Provincial Attestation Letter (PAL) Issuance (For International Students)

- If a PAL is required for your Canadian study permit application, it will be issued shortly after an LOA has been issued.
- To download your PAL, navigate to the "Required Documents" tab, scroll down to the "Additional Documents" section.
- Locate the PDF and click on the same link to download the letter.

Review

Required Documents

Decision History

Required Documents

Please upload ALL Required Documents. Any missing document will delay the processing of the application.

Additional Documents

BC25-10000

-attestation.pdf